

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF AGING AND ADULT SERVICES


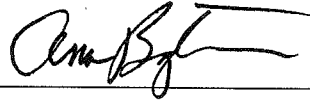
Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Larry Meredith, Ph.D.  
DIRECTOR

Nick Trunzo, LCSW  
DIVISION DIRECTOR

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Effective Date: May 2012	
Supersedes: N/A	
Authorized Signatures:	
Nick Trunzo Director 	Ana Bagtas Program Manager 

**Division of Aging and Adult Services  
Policies, Procedures and Protocols**

**Policy DAAS-Aging 06 Contractors Donation Letters**

**APPLICABILITY AND PURPOSE**

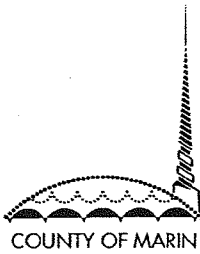
The purpose of this policy is to insure that all AAA provider requests for donations meet all Older Americans Act (OAA) requirements.

**POLICY**

AAA contractor's requests for donations shall give program participants an opportunity to contribute to each program.

**PROCEDURE**

- A. Contractors of the AAA will:
  - 1. Request donations on a regular basis at least one time per year.
  - 2. The California Department of Aging requires all three points below to be explicitly stated in every donation letter:
    - a. There is no obligation to contribute
    - b. All contributions are voluntary
    - c. No eligible participant will be denied service because of a failure or inability to contribute



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